

## Addendum No. 1 to IFB 15-24



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Purchasing**  
**JOSEPH A. CURTATONE**  
**MAYOR**

To: All Parties on Record with the City of Somerville as Holding IFB 15-24,  
Audio/Visual Equipment for Somerville High School Auditorium  
From: Angela M. Allen, Purchasing Director  
Date: October 9<sup>th</sup>, 2014  
Re: Answer questions regarding IFB 15-24, update Quality Requirements

## Addendum No. 1 to IFB 15-24

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**Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.**

### **1. Questions and Answers**

Q. Please advise if Living wage and insurance requirements should or should not be a part of the bid. Since there will be no one from my company of Somerville property (as bid is a box sale) I do not believe either should apply.

*A. Living Wage will not be applicable on this contract and is not required as part of a successful bid package. General liability insurance will be required in the contract after the successful bidder is chosen and a contract is issued.*

Q. Can you confirm that Somerville is only looking for pricing on the replacement equipment (see Section 4, page 8)? Previous R&M RFQs also requested our preferred labor rates.

*A. Somerville is looking for pricing only on replacement equipment.*

Q. Will the bid be awarded by line or as a whole?

*A. One contract will be awarded to the eligible vendor submitting the lowest total price for all items listed in Section 4.0 of the bid package.*

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Q. Why the (4) Sony Pan Tilt Zoom cameras but only (8) camera mount brackets?

A. *2 brackets for each camera to ensure stability.*

Q. Is this just for delivery or is the vendor responsible for unboxing and installation? From what I can see so far it is only to deliver the equipment to the school.

A. *The bid is for **delivery only** to City of Somerville, Office of Communications, 93 Highland Avenue Somerville, MA 02143.*

Q. I wanted to double check with you on this one, no installation or set up required, just inside delivery of product throughout the term, is that correct?

A. *No installation or setup required. Inside delivery only to City of Somerville, Office of Communications 93 Highland Avenue, Somerville, MA 02143*

## **2. Quality Requirements**

The Quality Requirements form has been amended to revise the language in requirement number one. The new language reads:

“The Vendor has the ability to deliver products to the Communications Department, 93 Highland Avenue, Somerville, MA 02143?”

Please use the attached revised Quality Requirements form in your bid submission.

**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE/FAX/EMAIL:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:** \_\_\_\_\_

**Please acknowledge receipt of any and all Addendums (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.**

**ACKNOWLEDGEMENT OF ADDENDUMS:**

**Addendum #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_**

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**QUALITY REQUIREMENTS FORM**

The following quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A "No Response" to items 1, 2 or 3, or a failure to respond to any of the following minimum standards will result in disqualification of your bid.

QUALITY REQUIREMENTS		YES	NO
1.	The Vendor has the ability to deliver products to the Communications Department, 93 Highland Avenue, Somerville, MA 02143?		
2.	The successful bidder shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective materials furnished by the seller?		
3.	Is the vendor able to provide all of the items in the bid package?		
4.	<div>Optional:</div> <hr/> <div>Are you a Mass. Supplier Diversity Office MBE/WBE certified minority or woman owned business?</div>		

In order to provide verification of affirmative responses to items 1, 2 and 3 under the quality requirements listed above, proposers must submit written information that details the general background, experience, and qualifications of the organization. Subcontractors, if applicable, must be also included.